

Judicial Assistant Chambers of a U.S. Circuit Judge



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

- **Announcement #:** JA-CVA-Rev-2022
- **Location:** Charlottesville, VA, with the possibility of occasional telework.
- **Closing Date:** July 29, 2022.
- **Appointment:** Temporary/Part-time.

Temporary: One year and two days, which includes a six-month probationary period, with the possibility of extension or conversion to a career appointment.

Part-time: Most likely three mornings per week, but hours may be increased up to full-time.

Fourth Circuit

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

ABOUT THE JOB

The Judicial Assistant occupies a prestigious position that is responsible for the daily operation and management of judicial chambers and provides administrative and clerical support to a U.S. Circuit Judge and the chambers' staff.

The ideal candidate will display initiative, good judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities, excellent organizational skills, a strong work ethic, and unquestioned integrity.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work.

OVERVIEW OF DUTIES

- Oversee the daily operation and maintenance of the office, including the acquisition of supplies and equipment.
- Prepare a variety of legal correspondence, reports, and other materials.
- Take and transcribe dictation.
- Assemble case files and supplemental case filings and prepare court files and motions for hearings.
- Serve as liaison to other court support units on behalf of the Judge.
- Arrange travel and prepare expense reports for the Judge and staff.
- Set up interviews for law clerks and interns.
- Receive, screen, and refer phone calls and mail.
- Perform numerous other duties as assigned or necessary.

SALARY RANGES

Salary grade and step depend on experience and qualifications. (Full-time salaries are per annum. Hourly rates are approximate.)

* **JSP 6 - \$40,262 - \$52,341**
Hourly - \$19.35 - \$25.16

* **JSP 7 - \$44,740 - \$58,158**
Hourly - \$21.50 - \$27.96

* **JSP 8 - \$49,549 - \$64,410**
Hourly - \$23.82 - \$30.96

* **JSP 9 - \$54,727 - \$71,146**
Hourly - \$26.31 - \$34.20

* **JSP 10 - \$60,266 - \$78,348**
Hourly - \$28.97 - \$37.66

* **JSP 11 - \$66,214 - \$86,074**
Hourly - \$31.83 - \$41.38

The Court offers a robust and competitive benefits package (see Page 2) and is a qualifying employer for **Public Service Loan Forgiveness**.

Required Qualifications

- High school diploma or equivalent.
- Two (2) years of full-time general clerical or secretarial experience.
- JSP 6, 7, 8, 9, 10, and 11 – One (1) year, two (2) years, three (3) years, four (4) years, five (5) years, or six (6) years, respectively, of full-time progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters.
- Outstanding typing and computer skills.
- Proficiency in basic legal research and/or cite-checking. Demonstrated ability to understand terminology and material contained in legal opinions and orders.
- Exceptional ability to exercise good judgment, plan, organize, prioritize, and manage multiple assignments and responsibilities within strict deadlines in a fast-paced environment with minimal supervision.
- Professional demeanor. Excellent customer service and interpersonal skills. Consistently exhibit the highest standards of excellence and integrity as well as a courteous, professional, and cooperative attitude.
- Excellent oral and written communication skills to include spelling, punctuation, and English grammar. Accuracy in checking edits, quotations, and legal citations is essential.
- Discretion and the ability to maintain confidentiality are essential.

Preferred Qualifications

- Post-secondary degree in a related field or prior federal court experience.
- Familiarity with legal databases such as Lexis, Westlaw, and the federal courts' Case Management/Electronic Case Files (CM/ECF) system.
- Familiarity with MS Office Suite.

APPLICATION PROCEDURE

Email the following in a single PDF document to Human Resources at vacancy@ca4.uscourts.gov.

- (1) **Cover letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **AO78–Application for Employment.** (Available at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.) Please complete the entire application, including questions 18, 19, and 20.

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement.

Receipt of applications will be acknowledged.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.

BENEFITS

- **Vacation** time, **Sick** time, and **holidays**.
- A variety of **Health Insurance** plans are available.
- **Dental** and **vision** coverage, **life insurance**, and **long-term care insurance** are available.
- **Flexible spending accounts** for healthcare, dependent care and commuter expenses are available.
- **Federal Employees Retirement System (FERS).**
- **Thrift Savings Plan** (similar to a 401(k) plan).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements for compensation under current law. Federal Judiciary employees serve under Excepted Appointments and are thus at-will and can be terminated at any time with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a background check. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.